

Step	Content	Who are involved?
1. Organizational preparation.	<p>Contact human resource manager or OP to provide information about who is responsible for adjustments in the workplace and what procedures should be followed.</p> <p>Check if the supervisor of the employee involved has been informed about program, agrees with it and with its possible financial consequences.</p> <p>Plan appointment for conversations.</p>	<p>RTW-coordinator</p> <p>RTW-coordinator</p> <p>RTW-coordinator, employee and supervisor.</p>
2. Inventory of obstacles for RTW.	<p>Observation of the workplace.</p> <p>Interviews about tasks and obstacles for RTW.</p> <p>Prioritize obstacles for RTW.</p>	<p>RTW-coordinator and employee.</p> <p>RTW-coordinator has separate interviews with employee and supervisor.</p> <p>Employee, supervisor and RTW-coordinator.</p>
3. Thinking of, collecting solutions.	<p>Thinks of or collect ideas for solutions.</p> <p>Prioritize solutions.</p>	<p>Employee, supervisor, RTW-coordinator and others.</p>
4. Preparation of the implementation.	<p>Plan for implementation of solutions.</p>	<p>Employee, supervisor and RTW-coordinator.</p>
5. Implementing solutions.	<p>Solutions will be implemented.</p> <p>Visit employee to give instructions at work.</p>	<p>Depends on plan for RTW.</p> <p>RTW-coordinator and employee.</p>
6. Evaluation/control.	<p>Evaluation of situation by phone: have the solutions been implemented or have improvements been made?</p>	<p>RTW-coordinator has separate evaluations with employee and supervisor.</p>